

THE OPM ACQUISITION NEWSLETTER - JULY / AUGUST 2000

(DELPRO HELPLINE 301- 496-0400 & PURCHASE CARD HELPLINE 301- 435-6606)

OPM HOMEPAGE: <http://www.nih.gov/od/opm/>

(VOL 2 - ISSUE 7 / 8)

JULY / AUGUST, 2000

HIGHLIGHT

OF THE MONTH!



BE SMART ! - DON'T DELAY !

REMAINING DEADLINE DATES FOR
SUBMITTING RQMs TO THE OFFICE
OF PROCUREMENT MANAGEMENT

<http://www3.od.nih.gov/oma/manualchapters/contracts/6007-1/>

Equipment, Supplies & Services -
(Open Market) - Sealed Bid or Sole Source -
>\$100,000 - \$500,000 - 7/19/00

Equipment, Supplies & Services -
(Open Market) - >\$25,000 - \$100,000 - 9/7/00

Equipment, Supplies & Services -
(Open Market) - >\$10,000 - \$25,000 - 9/13/00

Equipment, Supplies & Services -
(Open Market) - >\$2,500 - \$10,000 - 9/15/00

Equipment, Supplies & Services -
(FSS) - >\$2,500 - MOL - 9/15/00

Equipment, Supplies & Services -
(Open Market & FSS) - \$2,500 or less - 9/27/00

***Equipment, Supplies & Services (other Govt.
Agency) (e.g. UNICOR, GPO & etc) -ALL-9/8/00***

FEDSTRIP Orders - ALL - 9/15/00

Advertisement Orders
(Stellar Communications) - ALL - 9/15/00

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SEND US YOUR ACQUISITION ARTICLES
OPM WEB SITE OR HARD COPY - HOW TO GET
YOUR CO-EDITORS

***Open Market IT Equipment, Software,
Supplies & Services -***

>\$25,000 - \$100,000 - 8/17/00

***Open Market IT Equipment, Software,
Supplies & Services -***

>\$10,000 - \$25,000 - 9/8/00

***Open Market IT Equipment, Software,
Supplies & Services -***

>\$2,500 - \$10,000 - 9/15/00

**NITAAC CONTRACTS ARE NOT COVERED
BY THE ABOVE DATES**

Construction Service Contracts -

>\$25,000 - \$100,000 - 9/7/00

Construction Service Contracts -

>\$10,000 - \$25,000 - 9/15/00

Construction Service Contracts -

>\$2,500 - \$10,000 - 9/15/00

Construction Service Contracts -

>\$0 - \$2,500 - 9/25/00

***DECENTRALIZED (DELPRO ACTIONS) -
ALL - 9/30/00***

SF-44s - >\$0 - \$1,500 - 9/27/00

***SF-44s - >\$1,500 - \$2,500 - 9/27/00
(Contact William Kelley, 435-3652 or
Laurie Weker, 496-6071)***

NIH Stock Requirement - ALL - 9/30/00

***We would be more than willing to assist any IC's whose deadlines have passed. Please
feel free to contact the following individuals for your acquisition needs:***

BRANCH CHIEFS WHO HANDLE ACQUISITIONS

Purchase Orders:

***DES, ORS, NIA, NIAAA, NINR, CSR, NEI, NIDA, CIT,
FIC, NHGRI, NIDR, DIDCD, IRR, NICHD, OLM -
William J. Kelly - Tel. 435-3652, Fax# 402-4430***

Contracts:

NINDS, NIDCD , NICHD, NIMH, NIDR, NIGMS, ORS,
FIC, NIAAA, NINR, NIA, OD, CIT, NIAMS, NEI, NHGRI -
Edward Wilgus - Tel. 402-3070, Fax# 402-3406

Construction Contractual Issues:

DES -

Millicent Carr Warford - Tel. 402-2950, Fax# 402-1103

NOTE:

If you would like to know what previous deadlines have passed for other acquisition types, refer to your April 2000 OPM Acquisition Newsletter. Or NIH policy Manual 6007-1/26007-1 at the following web-site: <http://www3.od.nih.gov/oma/manualchapters/contracts/6007-1/>

CONTRACTS

THE BUY AMERICAN ACT

The Buy American Act (41 U.S.C.10a-10d) states a preference for goods "made in America." It applies to supplies acquired for use in the United States, including supplies acquired under contracts set aside for small business concerns if the supply contract exceeds the micro-purchase threshold (of \$2,500). It also applies to services that involve the furnishing of supplies when the supply portion of the contract exceeds the micro-purchase threshold. The Buy American Act can be found in the Federal Acquisition Regulation (FAR) Subpart 25.001.

There are two exceptions to the Act::

- (1) If a domestic product preference would be inconsistent with the public interest.
- (2) Not available (or not available in sufficient quantities) in the U.S.

The Buy American Act restricts (but allows) the purchase of supplies that are not domestic end products. To qualify as a domestic end product, the product must be manufactured in the U.S. and the cost of the domestic components exceed 50% of the total cost of the components. In order to purchase a foreign made product you have to perform an analysis which, for purposes of evaluation only adds certain percentages to the foreign made product.

If you determine that the product is over \$2,500, going to be used in the U.S., and is comprised of over 50% foreign made components, you must take another step before you purchase the foreign made product. You must determine if the cost is reasonable, by doing a comparison with the domestic products available. To do this comparison, **you add either 6 or 12 % to the price of the foreign made product -**

6%, if the lowest domestic offer is from a large business concern;

12% if the lowest domestic offer is from a small business concern;

Then compare prices. The price of the domestic offer is reasonable if it does not exceed the evaluated price of the low offer after addition of the appropriate evaluation factor to the foreign made product. For additional information, contact the Simplified Acquisition Helpline, 496-0400.

FROM THE OFFICE OF FINANCIAL MANAGEMENT

VENDORS CAN NOW OBTAIN PAYMENT INFORMATION ON THE WEB !

Provided by Priscilla Irick

PAYMENT ADVICE INTERNET DELIVERY (PAID) SYSTEM

The Debt Collection Improvement Act requires that all vendors conducting business with the Federal Government provide their banking information to each Federal agency with whom they do business. The banking information, more commonly referred to as Automated Clearing House (ACH) information, will allow vendors to receive payments by electronic funds transfer (EFT) into their banking account.

A remittance advice accompanies the payment at the time of deposit. The remittance advice includes the name of the paying agency, order number, invoice number, and the amount of the invoice. Some banks do not have the necessary software to allow them to interpret the payment description information. Therefore, the U.S. Treasury developed a web site (**PAID**) as an alternative method to assist vendors with identifying the payments deposited into their account.

This site can be accessed by typing: [**http://fms2.treas.gov/paid/**](http://fms2.treas.gov/paid/)

To register for **PAID**, vendors must go to the web site and complete the on-line registration form. Once a registration acceptance notice has been received, the vendor can log into the **PAID system**. A unique name and password in addition to the vendor's tax identification number (TIN) control access to this system.

Information posted to this site is available within 24 hours of the date of payment and is retained for two months thereafter.

The **PAID system** should eliminate tedious phone calls to customer service for remittance information.

If you have further questions regarding the **PAID system**, please contact our Customer Service Section at (301) 496-6088.

PURCHASE CARD NEWS

INFORMATION ! INFORMATION ! INFORMATION!

Provided by Kathleen Hargett

THE CARDHOLDER STATEMENT OF QUESTIONED ITEM (CSQI) FORM

Good news! Thanks to the efforts of Joan Kraft at NINDS, she has included the CSQI, also known as the Disputes Form, on the NIH Electronic Forms web site. It is available in a FileMaker Pro format or PDF format. You can download the form directly from the NIH Forms web site at <http://forms.cit.nih.gov/> . Once at that site you can choose either FileMaker Pro or PDF formats, then you click on Procurement and NIH Services. The CSQI is listed as IMDISPT. PDF in the PDF format and IMDISPT.FP3 in the FileMaker Pro format. A special thanks to Joan for her efforts.

Also, at that site are several other forms relevant to the Purchase Card Program. They are both in PDF and FileMaker Pro formats:

IMAPPL.PDF and IMAPPL.FP3 - Purchase Card Application

IMMSC.PDF and IMMSC.FP3 - Purchase Card Log

IMRCPTST.PDF and IMRCPTST.FP3 - Statement for Recipients of Purchase Card Check Issued for a Professional Service Order

THE DISAPPEARING SET-ASIDE FY-99 FUNDS

As you may recall on December 20, 1999 an E-mail message was sent to all of the cardholders and Card Approving Officials informing you that the FY-99 funds set-aside in the Administrative Data Base could be used throughout this current fiscal year. This information was included as an article in the January 2000 OPM Newsletter, Unfortunately, this is no longer the case. OFM made the decision to pull those set-aside funds the first week in May. Consequently, I sent the following E-mail out to all of the cardholders and Card Approving Officials on May 12, 2000:

We removed all remaining open credit card obligations for FY-99 on May 5th. This should free up balances for some ICs. These balances resulted from obligations posted via the ADB in FY-99 that have not been paid as of the last credit card bill.

This action negates the message sent out earlier informing the ICs that the set-aside FY-99 funds could be used throughout this fiscal year. If you do receive purchases that were made in FY-99 and still want to use FY-99 funds for payment, you must do the following:

- 1) Reconcile the transaction in the Administrative Data Base using FY-00 funds.
- 2) Contact your Budget Office and have them work with OFM to have the charges backed out of the FY-00 funds and charged against FY-99 funds.

If you have any questions regarding this change, please contact your Budget Office or OFM.

DELIVERY DATES FOR THE PURCHASE CARD LOG

There have been many questions regarding what date should be inserted as the "Delivery Date" for the college courses, conferences, reprints, manuscripts, and subscriptions. We are recommending the following:

Conferences:	The starting date of the conference.
College Courses:	The date the course begins.
Reprints:	The date they are to be received.
Manuscripts:	The date of publication.
Subscriptions:	The date the subscription begins.

NEW AUTHORITY TO PURCHASE RADIOISOTOPES

There has been a change in the NIH Policy 6013-2/26013-2 for the Purchase Card (I.M.P.A.C.) Program effective on May 22, 2000 that will allow authorized cardholders to purchase radioisotopes. The policy is provided below.

ADDENDUM
(Revised 5/22/00)
to the
NIH Policy Manual Internal Procedures
for the Purchase Card (I.M.P.A.C.) Program (6013-2/26013-2)

PURPOSE

The purpose of this addendum is to rescind the restriction for acquiring radioactive material and to provide guidelines for the use of the purchase card for the acquisition of this material.

As of the date of this issuance, with the concurrence of the Radiation Safety Branch (RSB), Division of Safety, Office of Research Services, radioactive material has been removed from the Unauthorized Purchases List (Attachment 1 of the NIH Manual Issuance 6013-2/26013-2).

CARD HOLDER RESPONSIBILITY

The cardholder may place all radioactive material orders directly with the vendor with the following instructions to the vendor:

- ! With the exception of NIEHS, Rocky Mountain Laboratory (NIAID), Phoenix Epidemiology and Clinical Research Branch (NIDDK), and Fort Detrick Maryland, all radioactive material must be delivered only to Building 21, Room 107. All NIH operations listed above as exceptions will adhere to previously established procedures at their individual locations.
- ! The packing slip or shipping document must include the ordering Authorized User's name and the RSB ID (clearance number). Contact 301-496-3277 to obtain a RSB clearance number.

The cardholder will also adhere to the following procedures:

- ! Do not place a duplicate order for the same material in the RAMOS system or place a duplicate Record Of Call against the vendor's Blanket Purchase Agreement (BPA).
- ! Do not include radioactive material and non-radioactive supplies on the same VISA purchase card order. When ordering both radioactive and non-radioactive items from the same vendor place two separate VISA purchase card orders. However, special discounted prices negotiated for the vendor's BPA shall also apply to purchase card orders.
- ! Standing orders, which are acquisitions that require multiple delivery dates, are prohibited for all purchase card acquisitions. Therefore, standing orders for radioactive material are not permitted when using the purchase card mechanism.
- ! Any other requirements established by the RSB for the acquisition of radioactive material must be observed.

CARD APPROVING OFFICIAL RESPONSIBILITIES

- ! It is the card approving officials' responsibility to ensure that the cardholder's responsibilities are adhered to when purchasing radioactive materials.

ACQUISITION PLANNING AND SPECIFICATIONS BRANCH

ADDITIONAL INFORMATION REGARDING - CIPHERGEN BIOSYSTEMS, INC. and the PROTEIN BIOLOGY SYSTEM (PBS II) Provided by Tina Tiffany and David DeWitt

Ciphergen Biosystems, Inc. sells their own manufactured Protein Biology system (PBS II) which uses Protein Chip Arrays to discover and study proteins from complex biological samples. The above-described instrument is available from a NIH multiple agency contract. **The Contract Number is 263-99-D-0026.** Unlike GSA contracts, no further competition / best value determination is required by the Purchasing Agents to order under this contract. A system can be purchased for \$144,950. **Prior to issuing a Record of Call**, please contact Ms. Tina Tiffany, Contracting Officer on (301) 402-3079, and inform her that you are going to place an order with the contractor. After you have contacted Ms. Tiffany, place your order with Ciphergen Biosystems, Inc., by issuing a Record of Call against the above indicated contract number.

NEW UNICOR REP & NEW WAIVER REQUEST PROCEDURE Provided by Laura Dougherty

Joan Lamanteer is the new UNICOR Sales Representative for NIH. Joan has served as a senior interior designer for private industry and the government. She is presently working for the Government Marketing Group, a private company now handling **UNICOR** sales. Joan can be reached by phone at (301) 881-9346 or faxed at (301) 881-9347.

On UNICOR'S web site: <http://www.unicor.gov/> - NIH can find information on products and services, place an order, check status of an order, request a catalog, and request a waiver. ***All UNICOR waiver requests are submitted to the Customer Service Center either via the web site, fax, or by mail to:***

UNICOR Customer Service Center
P.O. Box 13640
Lexington, Kentucky 40583-3640
Fax: (606) 254-9048

Each waiver request is evaluated on a case by case basis and to include:

- * Complete mailing address with phone and fax numbers
- * Description of the item
- * Price and quantity of the item
- * Justification for the waiver

Federal Prison Industries, Inc. (**UNICOR**) is pleased to announce exciting new changes in furniture and procedures, as indicated above. The latest furniture lines include, Crescendo - a stackable tile system; Fanfare - a flexible screen system used in teaming; Counter Point - a movable wall system, and Concerto - a contemporary transitional wood veneer office furniture. In July UNICOR will take orders for the Freedom Chair, an ergonomic office chair with a revolutionary new design featured at NEOCON.

[SURF THE OPM HOME PAGE](http://www.nih.gov/od/opm/)
<http://www.nih.gov/od/opm/>

MODIFICATIONS AND CHANGES

Provided by Joe Fessler

Modifications to the Office of Procurement Management (OPM) home page are continuing. Please note the recent changes that have taken place in OPM's organizational structure at:

<http://eos13.dcrn.nih.gov:80/od/opm/organization/org-struct.html>

We intend to again review our home page in the next few months. Corrections, updates, and new information will be added as appropriate. Please contact us if you have any suggestions for this process. Our home page is for you, our customer's use. Help us to make it as valuable to you as possible. Are there other links you might wish to see included? Is some other type of information not offered that may be useful? Let us know!

Jeff Klein

Voice 301.402.5262

e-mail jk110u@nih.gov

or

Joe Fessler

Voice 301.435.3922

e-mail jf108g@nih.gov

DELPRO NOTES & SIMPLIFIED ACQUISITION NEWS

HELPFUL HINTS & REMINDERS! PLEASE DON'T FORGET!

DRUG FREE WORKPLACE CLAUSE:

An acquisition file for a Professional Service Order (PSO) must contain evidence that the individual or vendor has been notified of the required compliance with the provisions of the Drug Free Workplace Act, FAR 23.505. ***This evidence may be either a copy of the Drug-Free Workplace clause 52.223-6, which has been sent to the individual/vendor, included in the file, or a written indication that the drug free clause was given to the individual performing the service.*** While he/she no longer has to "certify" by signing and returning the clause, there must be some documentation in the file that the clause was provided.

SINGLE AWARD FSS: >\$2,500:

When the FSS contract is a Single Award Contract, the Ordering Official **MUST** document the file that the FSS contract is a Single Award Contract.

MULTIPLE AWARD FSS: >\$2,500:

When the purchase is from an FSS vendor on a Multiple Award Schedule, the Ordering Official must select the best value vendor that meets the agency's needs on that schedule. The Ordering Official must contact and receive quotes from at least two other vendors on the same Multiple Award Schedule besides the vendor that was selected. This will ensure that you are receiving the best value that meets the agency's needs on that specific schedule. The acquisition file **MUST** be documented with the names of the vendors that you contacted, customer service name, telephone number, and the pricing information. If no other vendors contacted on the Multiple Award Schedule can provide the required item, this **MUST** be annotated within the acquisition file. Be sure to list the contacted vendors.

LIST PRICE and UNIT PRICE:

Ordering Officials must contact the vendor and insure that they are receiving the appropriate list price and unit price/discount price as agreed upon within the BPA, and indicate as required on the DELPRO computer generated order in the LPRICE and UPRICE fields. If no discount is offered, the Ordering Officials MUST indicate the RMKS: field, or within the acquisition file, "No Discount Offered." It is important that Ordering Officials use the LPRICE: field (**price charged to commercial customers/general public PRIOR to any discounts**) and UPRICE: field (**the net price paid by NIH AFTER discounts have been taken**) CORRECTLY. The Simplified Acquisition Mechanism Branch is responsible for verifying that BPA vendors are giving the NIH the discount rate that was negotiated on their BPA. Discount information is obtained by gathering information as entered by the Ordering Officials from the LPRICE: and UPRICE: fields of the ADB, and comparing the end result with the negotiated discount on the BPA.

MAXIMUM ORDER LIMITATION RAISED FOR MOST OPEN MARKET BPAS:

As of April 1, 2000, the maximum order limitation for most open-market BPAs has been raised from \$10,000 to \$25,000. Please continue to abide by all procurement regulations and documentation requirements. And remember to observe the competition and small-business rules imposed by the FAR. The BPAs based on Federal Supply Schedule pricing are not affected, however, they still are priority sources, Federal Acquisition Regulation (FAR) 8.001, and should be used when possible. Questions regarding this change should be directed to the DELPRO Helpline on 301-496-0400.

CHECK IT OUT !

PROMPT PAYMENT HOMEPAGE !

REGULATIONS / FORMULAS / FAQ's & CONTACTS

<http://www.fms.treas.gov/prompt/index.html>

KNOWLEDGE IS POWER!

Select the most correct answer to each question

1. When the FSS contract is a Single Award Contract, the ordering Official does NOT need to document the file that the FSS contract is a Single Award Contract.

TRUE_____ FALSE_____

2. A Split Order occurs when a purchase is divided and placed on several Records of Calls to AVOID exceeding a BPA vendor's dollar limitation, obtaining competitive quotes, or complying with various clearance requirements.

TRUE_____ FALSE_____

3. Solicitation of at least five sources, and the receipt of a quote from each source, promotes price competition to the maximum extent possible, and is the most preferred method for determining price reasonableness.

TRUE_____ FALSE_____

4. The acquisition file for ALL Fee for Service PSOs must contain a Sole Source Justification (if no competition is conducted), a Statement of Work (SOW), a cost breakdown indicating how the

government arrived at the fee amount as well as any travel or per diem cost, and the basis for determining the price to be fair and reasonable.

TRUE_____ FALSE_____

5. It is recommended that DELPRO Ordering Officials use the Competition / Justification screen when competition or justifications are required to process an order. It is appropriate that competition and/or justifications may be provided as a separate Hard Copy within the acquisition file.

TRUE_____ FALSE_____

Answers may be found at the end of the newsletter

BPA NEWS

BPAs AND DISCOUNTS

The Simplified Acquisition Mechanism Branch (SAMB) has established over 800 Blanket Purchase Agreements (BPAs) for use by the NIH community. These accounts cover a wide variety of supplies and services - everything from IT software to office items to scientific equipment to antibody analysis! Entire new commodities, such as temporary help and travel services, have recently been added to the BPA program; and other fields are under consideration.

The great majority of these BPAs have a terrific feature - their discounts. SAMB does not want the NIH researchers and support staff to pay list price for anything. So the SAMB members work diligently to obtain as many discounts as possible from our vendors. These special prices may be tied in with Federal Supply Schedule discounts, or they may be negotiated directly with vendors especially for NIH. We also know that many laboratories and offices are only able to order limited quantities of supplies at a time. Therefore, whenever possible, SAMB aims to secure discounted prices even for very small purchases.

Another important aspect of BPA discounts is their applicability to purchase card holders. When a BPA vendor offers discounts to NIH, these discounts, in almost every case, are to be honored whether the NIH buyer uses a purchase card, a record of call, or a purchase order. **Thus, an NIH purchaser should receive the same prices, discounts, shipping and delivery terms regardless of the purchase mechanism chosen.** SAMB, therefore, strongly encourages purchase card holders, and all other NIH buyers, to consider the BPA vendors for their office and laboratory needs. These are vendors typically extending better prices and value to go along with the convenience of the simplified ordering methods.

So, purchasers, wake up and smell the discounts! Enjoy the best of both worlds - the ease of the purchase cards and the economy offered by the BPA vendors. The list of BPA vendors can be quickly found on our website at WWW.NIH.GOV/OD/OPM. Happy purchasing!!

NEW AND DISCONTINUED BPAS

The following BPAs have recently been established

BPA # Company Name

52751.....Photopro

photographic supplies and equipment

52736.....Rubber Stamps Inc.
rubber stamps

52578.....Baxter Healthcare
medical/surgical supplies and equipment

52566.....Blaydes Industries
locks and lock-related hardware

52684.....Carl Zeiss
for laboratory supplies and equipment

52881.....Direct Memory Access
ADP supplies, hardware and repair

52712.....Federal Marketing
ADP supplies, software, hardware, copier supplies

52696.....Fotodyne
photographic supplies and equipment, laboratory supplies

52700.....Life Science Products
laboratory supplies, medical supplies and equipment

52633.....New Brunswick Scientific
laboratory supplies and equipment

52775.....Marconi Medical
photographic chemicals and supplies

52581.....Powers Associates
blood bank supplies

52790.....Premier Fastener
hardware and tools

52148.....Nashua Corporation
copier supplies

52190.....Brandel
laboratory supplies

52084.....Allcom Federal
ADP hardware, software and supplies

52072.....Strategic Diagnostics
blood products and antibody services

51941.....Fatbrain.Com
books and training courseware

The following BPAs are discontinued:

BPA #	Company Name
40677.....	Lexmark International
45355.....	Minservco
33300.....	Photopro
39554.....	Rubber Stamps Inc
33860.....	American Medical Laboratories
34604.....	Baxter Healthcare
45213.....	Biotech Laboratories
08332.....	Blaydes Industries
09675.....	Carl Zeiss Inc
37634.....	Direct Memory Access
33000.....	Federal Marketing Office
37061.....	Fotodyne
21277.....	Life Science Products
03393.....	New Brunswick Scientific

48946.....Novel Experimental
04607.....Picker International
22860.....Powers Associates
37294.....Premier Fastener

AVAILABLE TRAINING & SEMINARS

PURCHASE CARD SURVIVAL

The Office of Procurement Management, Division of Policy and Planning is sponsoring a series of "Purchase Card Survival" meetings on the PURCHASE CARD PROGRAM. These meetings will be held monthly. The following dates have been established through 2000:

Time for all of the "Purchase Card Survival" meetings is 12:00 p.m. - 1:00 p.m.

August 16, 2000.....Natcher Bldg/Balcony B
September 14, 2000.....Natcher Bldg/Balcony B
October 19, 2000.....Natcher Bldg/Balcony B
November 15, 2000.....Natcher Bldg/Balcony B
December 14, 2000.....Natcher Bldg/Balcony A

Additionally, these meetings are teleconferenced into several locations. Contact Nadine Heath, 435-3937, for specific information. Current information on Purchase Card Survival Meetings is available on the following website: <http://eos13.dcrf.nih.gov:80/od/opm/purchases/survival.html>

BASIC PURCHASE CARD TRAINING

Mandatory Purchase Card Training has been scheduled for the following dates. Although no registration is required, you can notify us of your interest by e-mailing the Purchase Card address, found under the NIH Global Address List: HELP, CREDITCARD (OD). You may also find information on purchase card and other training on the following website: <http://psb.od.nih.gov/PCTRAINING>

PURCHASE CARD TRAINING SCHEDULE

DATE	START TIME	END TIME	BLDG	RM
<u>8/23/2000</u>	<u>1:00 P.M.</u>	<u>4:00 P.M.</u>	<u>31</u>	<u>Conferen. Rm 6</u>
<u>9/20/2000</u>	<u>8:30 A.M.</u>	<u>11:30 P.M.</u>	<u>31</u>	<u>Conferen. Rm 6</u>
<u>10/18/2000</u>	<u>1:00 P.M.</u>	<u>4:00 P.M.</u>	<u>31</u>	<u>Conferen. Rm 6</u>
<u>11/01/2000</u>	<u>8:30 A.M.</u>	<u>11:30 A.M.</u>	<u>31</u>	<u>Conferen. Rm 7</u>
<u>12/6/2000</u>	<u>1:00 P.M.</u>	<u>4:00 P.M.</u>	<u>31</u>	<u>Conferen. Rm 6</u>

If you have any questions, you may contact Kathleen Hargett at: HargettK@OD.NIH.GOV

MANDATORY DELPRO PROCUREMENT TRAINING

The Delegated Acquisition Training Program and first four advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The Professional Service Orders seminar is new, and we have received good feedback on it. The following courses will be available for enrollment this FY-00. The FY-01 training schedule is now being developed.

AS-2612

Professional Service Orders

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Enrollment Deadline</u>
<u>Aug 23, 2000</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>Executive Plaza</u>	<u>\$165</u>	<u>Aug 2, 2000</u>

AS-2603

Delegated Acquisition Training Program

We have updated the DATP class to encompass recent legislative changes. Included are segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a "hands-on" segment in which students actually access the ADB.

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Enrollment Deadline</u>
<u>Jul 17 - 21, 2000</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$700</u>	<u>Jun 6, 2000</u>
<u>Sep 11 - 15, 2000</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$700</u>	<u>Jul 6, 2000</u>

If the Enrollment Deadline has passed, you may still submit an enrollment form in case an opening occurs. For further information, please contact the Division of Workforce Development on 496-6211 or use the Uniform Resource Locator (URL), <http://trainingcenter.od.nih.gov/> = Division Workforce Development - click on ADMINISTRATIVE SYSTEMS.

AS-2609

Federal Supply Schedules

All Courses Completed for FY-00

AS-2610

Consolidated Purchasing through Contracts

All Courses Completed for FY-00

AS-2611

Buying from Businesses on the Open Market

All Courses Completed for FY-00

AS-2617

Price Reasonableness in Simplified Acquisitions

All Courses Completed for FY-00

ANSWERS TO KNOWLEDGE IS POWER

1. FALSE.....Acquisition Handbook, Page 41
2. TRUE.....Acquisition Handbook, Page 50
3. FALSE.....Acquisition Handbook, pages - IV-8 & IV-14
4. TRUE.....Acquisition Handbook, page - Revision 1 - A. Overview
5. TRUE.....Acquisition Handbook, page - 37

OPM ACQUISITION NEWS

We encourage the ICs to send us any articles they may have related to acquisition, so that we can include your articles in future newsletters.

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